

How to Set up an ACH Template

Setting up a template can be done two different ways, from a previously sent ACH batch or by creating a new ACH template manually.

Creating a Template from a Sent ACH Batch

1. From the main home screen, click on **Payments & Transfers**.



2. Select **ACH**.

The screen shows the **PAYMENTS & TRANSFERS** section with the **ACH** tab selected. A button for **+ New payment** is visible. The table below lists payment activity:

Activity	Templates	File import templates	Incoming			
Date	Description	Status	Withdrawal	Deposit	Type	Report

Three rows of data are shown:

- Dec 03, 2025 UPS Bill 12.2 Processed 67.37 67.37 Payment **Copy**
- Nov 06, 2025 UPS Bill 11.05 Processed 32.20 32.20 Payment **Copy**
- Oct 23, 2025 UPS BILL 10.22 Processed 13.91 13.91 Payment **Copy**

3. Choose an ACH batch that has been created and previously sent and click on the **Description** in green.

A table showing a list of previously sent ACH batches:

Dec 03, 2025	UPS Bill 12.2	Processed	67.37	67.37	Payment	Copy
Nov 06, 2025	UPS Bill 11.05	Processed	32.20	32.20	Payment	Copy
Oct 23, 2025	UPS BILL 10.22	Processed	13.91	13.91	Payment	Copy

4. Scroll to the bottom of the screen and choose **Save as Template**

[Return to ACH activity](#) [Save as Template](#)

5. **Template Name** – Use all capital letters (ex. PAYROLL or BUILDING C RENT) to clearly identify the batch.

6. **Type** – For recurring payments, select **Repeat** and choose a frequency. Then, specify whether the batch should process the **next** or **previous** business day if the effective date falls on a weekend or holiday. *We recommend selecting "previous day."*

7. **Template Group** – if no group exists, click the **+New** button next to template group. Name the template group, (ex. Payroll), and click **Save**.

PAYROLL [Undo all changes](#)

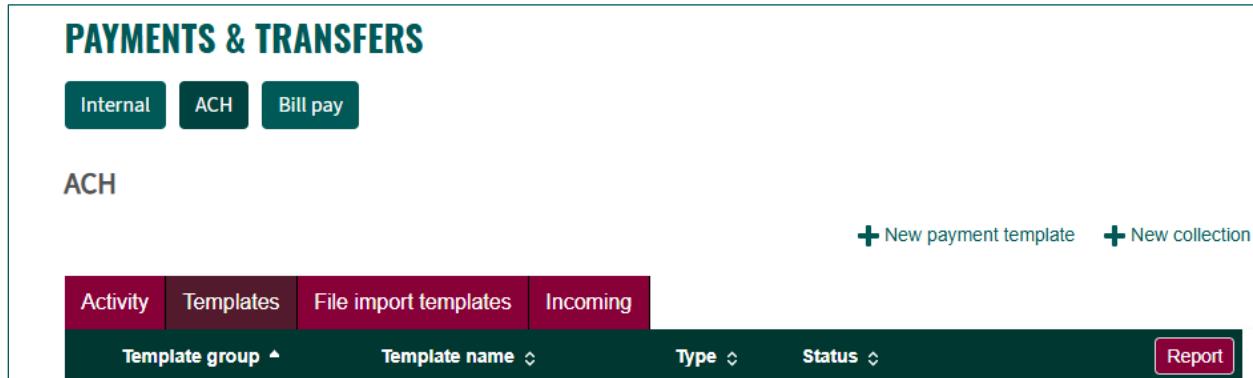
Template name *	Tax identification number	Template group
<input type="text" value="PAYROLL"/>		<input type="text" value="Payroll"/> + New
Type Payment (Preadranged deposit - PPD)	<input checked="" type="checkbox"/> Repeat	From amount <input type="text"/>
		To amount <input type="text"/>
Frequency <input type="text" value="Weekly"/>	For non-business day use <input type="text"/>	
Total withdrawal	Total deposit	

Creating and Entering an ACH Template Manually

1. From the main home screen, click on **Payments & Transfers**.



2. Select **ACH**.



3. Click **Templates**.

4. Click **New Payment Template** OR **New Collection Template**.

- Select **Payment** when paying another person/company.
- Select **Collection** to collect funds from a person/company.



5. If creating a “**New Payment Template**”, choose the **Type**:

- **Payroll-PPD** for payroll files
- **Prearranged Deposit-PPD** for payments
- **Company-CCD** is typically not used when sending ACHs with Reliance State Bank.

New payment template

Type *

Payroll - PPD

Payroll - PPD

Prearranged deposit - PPD

Health savings contribution - PPD

Federal taxes - CCD

State/local taxes - CCD

- If creating a “**New Collection Template**”, select Type of **Prearranged Payment PPD**.

New collection template

Type *

Prearranged payment - PPD

Prearranged payment - PPD

Continue

Cancel

- Click **Continue** to proceed.

- Complete a **New Payment Template**.

Note: For a **New Collection Template**, the “**Pay From**” section appears first. For example, when collecting rent, enter the renter’s information in the “**Pay From**”, and your Reliance State Bank account in the “**Pay To**”.

- Template Name** – Use all capital letters (ex. PAYROLL or BUILDING C RENT) to clearly identify the batch.

- Type** – For recurring payments, select **Repeat** and choose a frequency. Then, specify whether the batch should process the **next** or **previous** business day if the effective date falls on a weekend or holiday. *We recommend selecting “previous day.”*

- Template Group** – if no group exists, click the **+New** button next to template group. Name the template group, (ex. Payroll), and click **Save**.

New template

Template name *	Tax identification number	Template group	
<input type="text"/>		<input type="text"/> Payment ▼ + New	
Type Payment (Prearranged deposit - PPD)	<input type="checkbox"/> Repeat	From amount <input type="text"/>	To amount <input type="text"/>
Total withdrawal \$0.00	Total deposit \$0.00		

12. User Access – Choose who can view, edit, and send the template.

Recommendation: Select "All Current and Future Users" to avoid manual updates when new employees are added.

User access	<input checked="" type="radio"/> All current and future users	<input type="radio"/> Specific users
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13. Pay/Hold Account – Select the funding account and enter the total ACH batch amount.

- To pay from multiple accounts, choose the **+Add Another Pay From**.

Pay from	Show Details	Show Filter
<input type="checkbox"/> Pay all		
Pay/Hold	Account *	Amount *
<input type="checkbox"/> Pay	<input type="text"/> Select an account	<input type="text"/> X
+ Add another pay from		
Allow additional rows <input type="checkbox"/> Yes		

14. Pay To – Enter the following for each recipient:

- Name (first and last)
- Routing Number (bank name will auto-populate for verification)
- Account Number
- Account Type (select from dropdown)
- Amount

Pay to
[Show Details](#)
[Show Filter](#)

Pay all

Pay/Hold	Name*	Identification	Routing transit*	Account number*	Account type*	Amount*
Pay				<input type="text"/>	Select a type	<input type="text"/>
Pay				<input type="text"/>	Select a type	<input type="text"/>
Pay				<input type="text"/>	Select a type	<input type="text"/>
Pay				<input type="text"/>	Select a type	<input type="text"/>
Pay				<input type="text"/>	Select a type	<input type="text"/>

[+ Add another pay to](#)

Allow additional rows No

* Indicates required field

[Save](#)
[Cancel](#)

15. Save Template

Click **Save**. You'll be redirected to the Templates page, where the new template will be available to send, edit, or delete.